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SO-04-003 IBM Mainframe Production Acceptance ? Batch Jobs

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PURPOSE

The purpose of this standard is to establish batch job production acceptance standards to guarantee that service levels are met for all IBM Mainframe applications.

SCOPE

The scope of this standard applies to all GTA-ITIS managed computer facilities in all affected Georgia state agencies.

STANDARD

Change Man Planned Package Standards:

? All production jobs must go through production acceptance as a **Change Man Planned Package** in *Change Man*.

? **Change Man Planned Packages** must pass a quality assurance review and receive approval by GTA-ITIS Operations.

? **Planned Change Man Packages** are accepted by GTA-ITIS Operations from 6:00 A.M. to 6:00 P.M. for review and approval/rejection on the same business day.

? Include three (3) hours for install date and time to allow GTA-ITIS Operations enough lead time to review the **Change Man Planned Package**. Packages received after

6:00 P.M. will be processed the next business day.

Naming Convention Standards:

? The batch Job name shall conform to the standard naming conventions for all new batch jobs as outlined in **Doc Ref Number: OP_STD_001**.

? The **Member** name must have the same name as the **batch job** name.

Batch Job Class Standards: